
SECTION 4 – ADDITIONAL COURSE INFORMATION

A. Teaching Aids ☐ Agenda ☐ Powerpoint ☐ Videotape ☐ Television ☐ Computer software ☐ Other_____

B. Attendance/Monitoring Policy (Explain attendance, monitoring, refund policies/requirements)

C. Exam/Re-exam Procedures (If applicable, explain exam procedures and policy for make-up exams)

D. Records Maintenance (Explain your procedure for maintaining all records for this course for a minimum of 5 years.)

E. Explain the main benefit to a licensee who attends this course.

SECTION 5 – AUTHORIZED SIGNATURE

[illegible]

Authorized Signature _____ Month _____ Day _____ Year _____

INTERNAL USE ONLY

Course ID Number					
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DC ROUTING INFORMATION

Date Received		/	/		
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Initial Screening Check: (Circle Answer)

Authorized Provider ID	YES	NO
Authorized Signature	YES	NO
Correct Fee Included	YES	NO
Content Outline	YES	NO
Instructor Form	YES	NO
Course Schedule	YES	NO

DC Action Log

DC Action Date / /

APPROVED ☐

DENIED ☐

Number of Credit Hours	<div style="display: inline-block; width: 40px; height: 40px; border: 1px solid black; margin-right: 5px;"></div> <div style="display: inline-block; width: 40px; height: 40px; border: 1px solid black; margin-right: 5px;"></div> <div style="display: inline-block; width: 40px; height: 40px; border: 1px solid black; margin-right: 5px;"></div> <div style="display: inline-block; width: 40px; height: 40px; border: 1px solid black; margin-right: 5px;"></div> <div style="font-size: 2em; vertical-align: middle;">■</div> <div style="display: inline-block; width: 40px; height: 40px; border: 1px solid black; margin-left: 5px;"></div>
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Approver Signature _____

Entered into CE System / /

Provider Notification Date / /

All checks or money orders should be payable to: DC Treasurer

Forward this form, all mandatory attachments, and appropriate processing fee of \$50 to:

Schanolia Barnes, Education Specialist
DC Real Estate Board/OPLA

Standard Mail:
P.O. Box 37200
Washington, DC 20013-7200

Overnight Mail:
941 Capitol St., N.E.
7th Floor, Suite 7200
Washington, DC 20002